
CONSTRUCTION

SAFETY POLICY STATEMENT

This Policy has been developed to provide a guideline for maintaining a safe work environment. Job Safety is of the highest priority in the construction workplace. It is imperative that all employees and subcontractors adhere to the guidelines set out in this policy. It is also of vital importance that any infractions to our safety guidelines be reported immediately to the proper authority in order that appropriate action may be taken. Job site management and Safety Representatives are authorized to strictly enforce this policy.

_____ Construction has been able to maintain an excellent rating for job injuries to date. I would urge all employees and subcontractors to support this program so that we may continue to provide a safe workplace. We encourage any suggestions that may in any way improve our program and the safety of our employees.

Thanks for your participation and support.

_____ *Construction*

Safety Program

1) _____ Construction has a strict policy with regard to safety. This policy is for the protection of all employees and subcontractors who are involved in any projects of the company. Should any employee or subcontractor of _____ Construction be found not to be observing _____ Construction Safety Policies, they shall be guilty of a major violation of policy and shall be subject to severe disciplinary action. Severe disciplinary action may include suspension, dismissal, or any other penalty appropriate under the circumstances. All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the proper authority.

2) Foremen and Leadmen shall insist on employees observing and obeying every rule, regulation and order, as is necessary to the safe conduct of the work, and shall take such action as is necessary to insure conformance (Refer to OSHA, Hazcom/ OSHA Hazard Communication Standards, State of Utah and all current MSHA Regulations [if the work is performed in and/or on a. mining property]). Should an on site Safety Representative be required under contract documents, _____ Construction shall designate and provide such Representative.

3) Project Foreman and/or Project Safety Representative shall be responsible for inspecting work areas daily for both unsafe physical conditions, including methods and processes, and the unsafe actions of employees and subcontractors. Should any Project Foreman or Project Safety Representative deem any work to be unsafe or that safety procedures are deficient in any way, all work affected by such deficiency shall immediately cease until such deficiency is corrected, and a Deficiency Report shall immediately be submitted to _____ Construction's office for investigation.

4) All employees shall be given accident prevention instructions, particularly those regarding hazards and safety precautions applicable to the type of work in question. Instructions shall be given that will correspond with the progress of the job. Should an Accident or Near Miss occur, an Accident/Near Miss Report shall immediately be completed and turned into _____ Construction's office for complete investigation.

5) **"Toolbox"** safety meetings shall be conducted on each job site every _____ morning. These "Toolbox" safety meetings shall include all employees of _____ Construction and any and all subcontractors on the job at the time. Job Foreman and/or Safety Representative shall meet at least weekly for discussion of safety problems and accidents that may have occurred.

6) _____ Construction has a strict policy which prohibits substance abuse or impairment by substance abuse. "Impairment" means that an employee or subcontractor's normal physical or mental abilities, or faculties, while at work have

been detrimentally affected by the use of substances. Any employee or subcontractor of _____ Construction who is taking prescription drugs is under a duty to report this to the job site Foreman. This policy is for the protection of the employee or subcontractor and for safety purposes in the event of an adverse reaction to the drug while at work, and to prevent the employees or subcontractors from being falsely accused of taking an illegal substance. Anyone suspected to be under the influence of intoxicating liquor or drugs shall not be allowed on the job site. Should any employee or subcontractor be found to have a liquor and/or drug dependency of any type, they shall be guilty of a major violation of company policy and shall be subject to severe disciplinary action. Severe disciplinary action may include suspension, dismissal, or any other penalty appropriate under the circumstances.

7) No unauthorized workers shall enter manholes, underground vaults, chambers, silos, or other similar places unless specifically trained and certified in confined space

entry. No workers shall enter these areas if they are inadequately ventilated, unless such area has been tested and determined to contain no flammable or toxic gases or vapors. If no means of testing is available, the area must be adequately ventilated and a self-contained breathing apparatus must be handy prior to entry.

8) All workers are responsible for making sure that all guards and other protective devices are in the proper place and are adjusted; this applies particularly to safety glasses and face guards. All deficiencies shall be reported to the Foreman or Safety Representative.

9) All injuries shall be reported promptly to an authorized representative of the subcontractor and **the** job Foreman so that arrangements can be made for first aid treatment.

The following shall be provided at each job site:

- a. A properly stocked First Aid Kit
- b. Posted phone numbers of nearest receiving hospital and ambulance service
- c. Clear directions to the nearest emergency center

Following an emergency, the foreman shall complete the "**Accident/Near Miss Report**" immediately and attach a copy of said report to the "**Daily Job Progress & Safety Log**"

10) All temporary electrical outlets shall be GFI type. All electrical cords must be UL listed and properly grounded.

11) "Protective Clothing" and "Hard Hats" are required at all times on construction job sites, particularly where overhead work is being performed. This applies to visitors as well as workers.

12) All crating, boxes, scrap and debris of all kinds shall be kept clear of work areas and disposed of in an appropriate place.

13) Cool, potable water shall be provided at each job site.

14) Sanitary facilities shall be available for all workers.

15) In addition to the above items, the Foreman shall be familiar with and rigorously enforce all articles of Hazcom/OSHA, Utah/OSHA and all MSHA Regulations.

Safety Deficiency Reporting Program

The implementation of the Deficiency Reporting Program (**DRP**) is an essential

component of the safety hazard identification process. Safety hazard identification consists of four activities relative to jobsite Health and Safety. They are:

1. Safety Deficiency Reporting
2. Accident/Near Miss Reporting
3. Accident/Near Miss Investigation
4. Onsite Safety Loss Prevention Inspections

In addition to the identification of safety hazards existing on any _____ Construction job, the **DRP** will also:

1. Allow employees of _____ Construction the opportunity to take an active role in accident prevention by encouraging them to report unsafe conditions or questionable procedures.
2. Pinpoint specific tasks or procedures that may warrant further investigation by conducting a Safety Deficiency Report investigation.

3. Provide a measure of accountability with which the Management of _____ Construction can judge the performance of supervisory personnel in eliminating or correcting unsafe conditions on their projects.

4. Give the Safety Director and Management the capability of identifying and affecting the necessary corrections before the unsafe condition or procedure contributes to an accident or injury.

Upon _____ Construction's receipt of a Safety Deficiency Report (**SDR**), the investigation will rank the unsafe condition or questionable procedure as to the danger it represents to _____ Construction employees and subcontractors. The investigation will rank the incident for **CONSEQUENCE, PROBABILITY, EXPOSURE and OVERALL.**

I. CONSEQUENCE:

This element will rank the Unsafe condition or procedure as to the danger it presents to _____ Construction employees.

1. Catastrophic - May cause death, severe occupational illness or loss of a facility.

2. Critical - May cause severe injury or major property damage.

3. Marginal - May cause minor injury or minor occupational illness, resulting in lost workday(s), or minor property damage.

4. Negligible - Probably would not affect personnel safety or health and thus, less than a lost workday but never the less is in violation of specific criteria and/or regulations.

II. PROBABILITY:

This element will estimate the likelihood of an accident occurring as a direct result of the reported unsafe condition or procedure.

1. Likely to occur immediately or within a short period of time, when exposed to the hazard.

2. Probably will occur in time.

3. Possible to occur in time.

4. Unlikely to occur.

III. EXPOSURE:

This element identifies the number of employees who are regularly exposed to the effects of unsafe conditions or procedures.

1. Greater than 50 employees regularly exposed to hazard.
2. From 10 to 49 employees regularly exposed to hazard.
3. From 5 to 9 employees regularly exposed to hazard.
4. Less than 5 employees regularly exposed to hazard.

IV. OVERALL:

The Deficiency Report will be concluded with the assignment of the **Risk Assignment Code**, which by virtue of the aforementioned rankings, as to **Consequence**,

Probability and Exposure will identify the overall unsafe condition or procedure as:

1. CRITICAL

2. SERIOUS

3. MODERATE

4. MINOR

5. Negligible

After the Safety Director and/or Management has completed their investigation of the Safety Deficiency Report (**SDR**) and has "prioritized" the unsafe condition or procedure, they will then take the appropriate actions to see that the hazard is eliminated or the unsafe condition is corrected. In the case of an incorrect, inadequate, or conflicting procedure, they will research information at their disposal in order to develop a new and/or correct procedure. All policy and/or procedural changes will be approved by _____ Construction Management.

All outstanding orders to eliminate and/or correct unsafe conditions or hazards, will be brought to the attention of Management at weekly safety meetings and the supervisory personnel charged with - the responsibility of the elimination or correction of said unsafe conditions or hazards will be held accountable for their

actions.

SAFETY DEFICIENCY REPORT (SDR)

Date of Report: Job Name: Job #

Employee Name: _

Employee Position: _

Employee's Supervisor: _

Nature of Deficiency: _

Employee's Signature:

Today's Date:

EMPLOYEE'S ACCIDENT / NEAR MISS REPORT

Date of Report_____ **Job Name** _____ **Job #** _____

Please indicate whether you are reporting:

() An Accident or () A Near Miss Report

Employee Name:_____

Employee Position:_____ **SSN:**_____

Shift Hours:_____ **Supervisors Name:**_____

Date of Incidence:_____ Time of Incidence:_____

Location on Job of
Incidence:_____

Task Being Performed: _____ Names of Witnesses:

Describe How Incidence Occurred: _____

Describe Injury(s) in Detail:

Did you Receive First-Aid ? (Yes) (No), Explain: _____

Employee's Signature: _____ Today's Date:

ACCIDENT/NEAR MISS REPORT INVESTIGATION

Task and Activity at Time of Incidence

General Type of Task:

Specific Activity:

Employee was Working:

Alone____ With Crew ____ With Co-Worker ____ Other ____ Specify

Supervision at Time of Incidence:

Directly ____ Indirectly ____ None ____ Not Feasible ____ Explain

CASUAL FACTORS

Factors include conditions & events that may have contributed to the incidence.

Yes () No () Did employee recognize hazardous condition prior to incidence?

Yes () No () Did defective tools or equipment contribute to incidence?

Yes () No () Were the proper tools or equipment available and did the employee use them?

Yes () No () Was the task too difficult to perform?

Yes () No () Did the employee wear the appropriate personal protective equipment?

Yes () No () Was the appropriate personal protective equipment available?

Yes () No () Did the employee know which personal protective devices were required for the job or task?

CASUAL FACTORS

Yes () No () Was there a supervisor / employee review of the hazards involved in the task or job?

Yes () No () Have supervisory responsibilities and accountability been explained?

Yes () No () Was there a failure to initiate corrective action for a known hazards condition that contributed to the incidence?

ENVIRONMENTAL FACTORS

Were Environmental Conditions a Contributing Factor?

() Illumination

() Noise Levels

() Air Contaminants

() Temperature Extremes

() Ventilation

() Other

Explain how the environmental factor contributed to the incident:

This Incident was investigated and reported by the individual listed below. This individual acknowledges that the facts contained in this report have been reported to the best of their ability based upon the information readily available.

_____ Construction

Signed: _____ Date: _____